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## JOB DESCRIPTION

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Job Title: **Maintenance Mechanic**

Deadline for Applications: Thursday, June 23, 2022

**SALARY RANGE:** \$30,000 - \$47,000 (depending on experience)

**BENEFITS:** Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, fully funded Pension plan, Vehicle provided during working hours, YMCA membership, 10 paid Holidays.

### JOB SUMMARY

This job exists for the purpose of assisting the Facility Maintenance department in servicing and maintaining the Facilities operated under the Burke County Board of Commissioners.

### DUTIES and CAPABILITIES

- Minimum of 5-10 years of experience in working with electrical, plumbing, HVAC, Carpentry, and general maintenance
- Ability to repair, replace and upgrade faulty plumbing fixtures and systems (sinks, toilets, faucets, drain lines, water lines, water heaters, valves, etc.)
- Ability to repair, replace and upgrade faulty or outdated electrical devices and systems (switches, receptacles, light fixtures, light ballasts, breakers, disconnects, relays, wiring, isolating faults for safe removal and replacement)
- Ability to diagnose issues with HVAC systems and perform minor repairs
- Experience with carpentry is preferred (rough framing, building cabinets and shelves, installing and finishing wood trim, etc.)
- Possess an extensive knowledge and understanding of all physical components which make up the construction of a building to effectively perform repairs and maintenance of any kind.
- Possess strong interpersonal skills and ability to meet specific needs.
- Communication skills (both written and verbal)
- Hold a valid Georgia Drivers License and High School Diploma or GED
- Give attention to the organization of tools and workspace

Applications are available at the Burke County Commissioners Office of the Burke County Courthouse, 602 Liberty Street, Waynesboro, GA 30830 8:00 a.m. to 5:00 p.m., Monday through Friday, and also available on <http://www.burkecounty-ga.gov/index.php/departments/administration/job-opportunities/>

For more information, call Josh at the **Burke County Facility Maintenance Office at 706-554-2572.**